

**Regarding Implementation of  
Corporate Social Responsibility  
(CSR) Initiatives for Tribal  
Development Dept.**

**Government of Maharashtra  
Tribal Development Department  
Government Resolution No.:GAS 2021/C.R. 65/DESK 13 A  
Madam Cama Road, Hutatma rajguru Chowk,  
Mantralay, Mumbai – 400 032.  
Date :- 10 August, 2021.**

**Preamble:**

Tribal Development Department has been investing substantial efforts in improving various aspects related to its objectives such as ensuring inclusive and equitable quality education, providing health facilities, promoting tribal talent and providing them livelihood opportunities, skill development, interventions in community forest areas, sustainable housing and other amenities for tribals and so on, by way of reforms to enable administrative systems to execute the necessary programs and practices.

The department firmly believes that the contribution of the Corporate Sector shall play a crucial role in achieving the key objectives of the department. The corporate bodies are willing to support the department in achieving its goals and taking this into consideration, the department is planning to come up with a basic policy framework for quick, transparent and effective implementation of the Corporate Social Responsibility activities pertaining to Tribal Development Department, Government of Maharashtra.

Corporate Social Responsibility (CSR) comprises of the efforts and commitment made by businesses to contribute to economic and social development of the local community and society at large. The Tribal Development Department has been working on various flagship initiatives covering key aspects of Education, Health & Nutrition, Livelihood, Skill Development, Community Forest sector, Social & Economic Empowerment, e Governance and so on.

Business community can come up with innovative, scientific, efficient, effective approaches in implementing these initiatives and become an active partner in Government's efforts of providing an all-inclusive, safe, secure and healthy growth of its target population (almost 9.35% of the state population).

**Government Resolution:**

**1.** The Tribal Department has been working on various sectors for betterment of tribals. The CSR activities are welcomed in preferably in the sectors, which broadly are as follow:

- a. Education (Ashram schools, EMRSs, Government Hostels)
- b. Health and Nutrition
- c. Livelihood
- d. Skill Development
- e. Community forest sector
- f. Social & Economic empowerment
- g. E-Governance
- h. Miscellaneous

2. All the interested entities who want to partner with the department with respect to above mentioned sectors through CSR can get in connect with the CSR Cell established at Commissioner Office, Nashik directly, by contacting on phone or through online process.

### 3. Composition of the CSR Cell:

The CSR cell will be headed by Commissioner, Tribal Department at Commissioner Office, assisted by relevant officers and a technical support team, which will be responsible for guiding and devising the CSR activities in the department. The Commissioner will be head of the cell which will coordinate with all officers of the department consisting of ATCs, POs and other relevant enablers.

Tribal Development Department will constitute CSR Cell that shall provide end to end project management support for implementation of CSR activities in the state and would also ensure that all the information regarding CSR activities, the policy details and contact details of various key officers will be available on department's website. This CSR Cell shall consist of following members:

Sr No.	Designation of Officer	Designation in Committee
1	Commissioner, TDD	Chairman
2	Joint Secretary, TDD	Member
3	Concerned ATC	Member Secretary
4	Executive Director, Quest	Member
5	Representative, Quest	Member
6	IT Professional	Member
7	Expert from concerned field	Invitee

- **Roles and Responsibilities of CSR Cell :** First level of contact for all corporate bodies who have contacted for or are considering to carry out CSR activities in the state. The official website of the department will showcase the CSR activities carried out by these corporates so that the concept propagates all over the state
- Receiving information regarding requirements on CSR activities in specific areas from POs and ATCs.
- Presenting all received requirements from field offices as well as interests of corporate bodies to Steering Committee.
- Empowering the relevant Commissionerates, ATCs, Project Officers and other relevant enablers working in the space of Tribal Development for quick, transparent & effective implementation
- Strategic Planning, Decision Making & Resolution of issues to improve execution of CSR activities
- Once the further course of action is chalked out, this CSR Cell will compile and

present those interestes to Steering Committee.

- Overall Project Monitoring and Control for all the CSR activities for Tribal Development Department

#### **4. Key Functions of the CSR Cell:**

- Highlighting the information regarding requirements on CSR activities in specific areas for e.g. School Material Requirements in Ashram Schools
- Evaluation and Approval of CSR activities by reviewing the need/issues addressed as well as the proposed plan, timelines, and projected outcomes
- Preparing frameworks and strategies for management and facilitation of CSR activities
- Facilitate execution of the CSR activities by connecting to the relevant Commissionerate, Project Offices and other relevant enablers in the space of TDD
- Monitor and support the execution and completion of CSR activities and implement actions to enable sustainability of implemented CSR activities
- Publish information regarding requirements for infrastructure or other support at various functionaries such as Ashram Schools, Other Educational Institutes under Department, Hostels, Community Health Centres, Adivasi Padas, Skill Development Group, SHGs etc.
- Provide report on a periodic basis on the progress of specified initiatives by CSR support
- Support in identifying relevant implementation/execution partners with relevant skills and capabilities required (such as NGOs, UNICEF, World Bank, UN, Nutrition Experts, etc.)
- Share best practices of successful CSR initiatives from within and outside of the State and explore the possibilities of horizontal implementation
- Ensure timely completion of projects and obtain feedback from the corporates

#### **5. Composition of Steering Committee:**

Tribal Development Department will constitute a steering committee which will finalise the course of action of conducting CSR activities. This steering committee shall consist of following members:

<b>Sr No.</b>	<b>Designation of Officer</b>	<b>Designation in Committee</b>
<b>1</b>	Principal Secretary/Secretary, Tribal Department	Chairman
<b>2</b>	Commissioner, Nashik	Member
<b>3</b>	Commissioner, TRTI	Member
<b>4</b>	MD, TDC	Member
<b>5</b>	Experts from concerned field	Invitee
<b>6</b>	Joint Secretary, TDD	Member Secretary

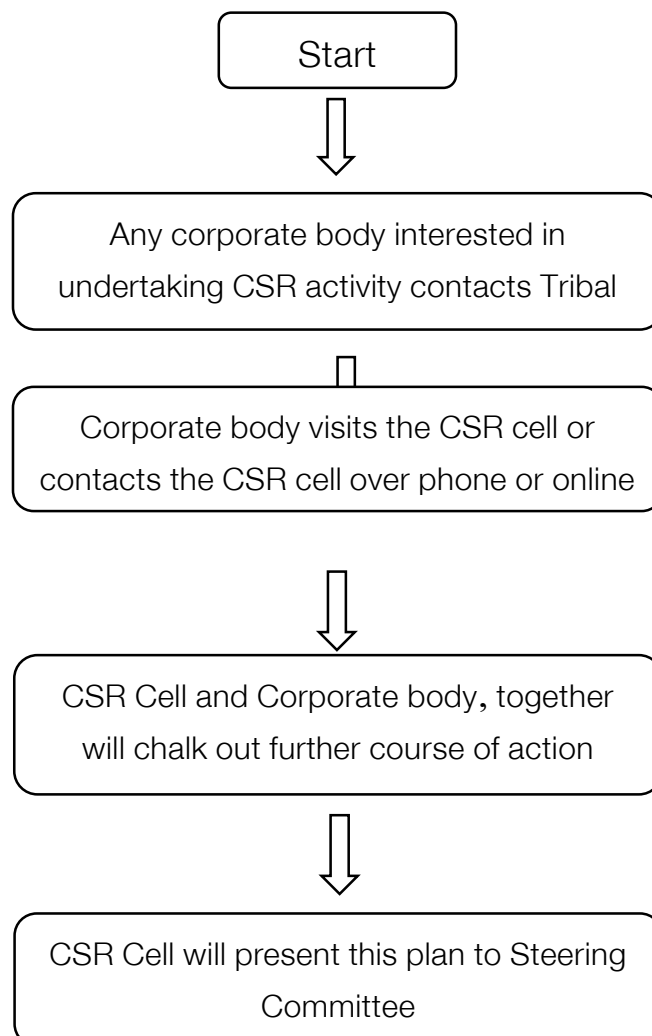
## 6. Roles & Responsibilities of Steering Committee:

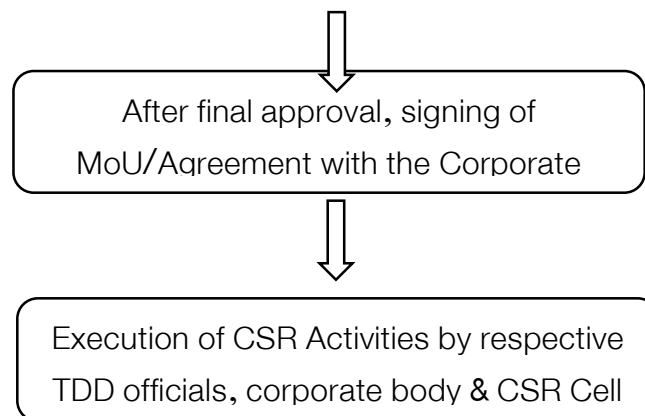
- This committee will scrutinise the applications recieved and course of action devised by CSR cell
- After above mentioned monthly meeting, this committee will give final approval to the CSR activities to be conducted
- It shall be a responsibility of the member secretary to convene and hold the committee meetings once in a month.

## 7. Procedure of Collaboration for CSR initiatives:

All the interested corporate bodies who want to partner with the department through CSR can submit their interest to the department as follows:

- i) They may contact the CSR Cell at the Commissioner Office or fill very simple form at the official website of Tribal Development. The CSR Cell would then get in touch with the interested entities for chalking out the further course of action within 2-3 working days from the date of receipt of application. Once the further course of action is chalked out, this CSR Cell will compile and present those applications to Steering Committee chaired by Hon'ble Secretary, once in a month. The committee will take final call on these applications. The workflow is as follows:

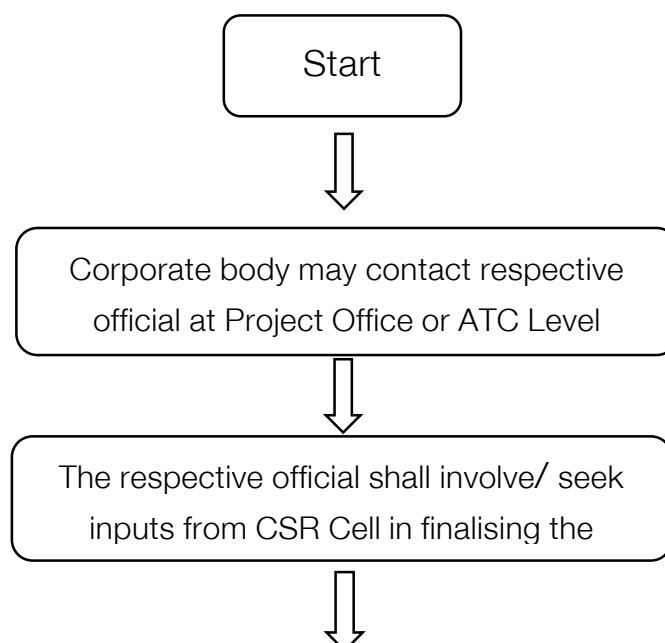


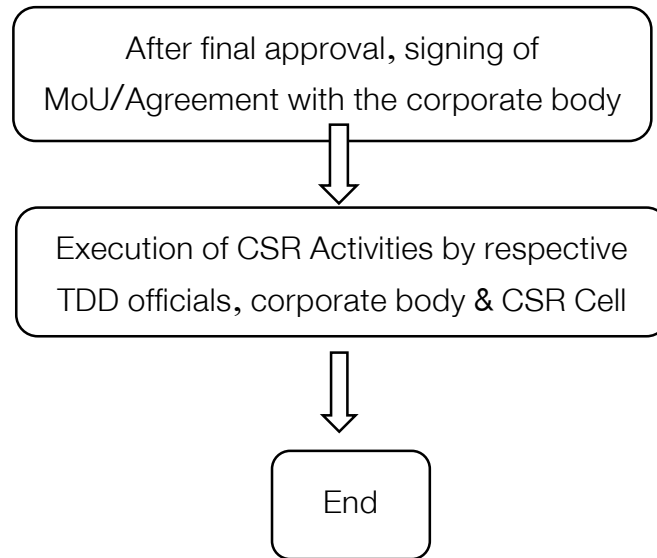


- ii) It has also been decided to delegate powers to officials at the ATC level to get applications for CSR initiatives that shall have an impact in one project area within their jurisdiction and under the cap of Rs. 50 Lakhs. for e.g. If an NGO wants to adopt a program in one school or community area, it may directly get into touch with the respective PO & ATC. However, these officials should involve CSR cell in these activities being carried out at local level. This CSR Cell at ATC level shall consist of following members:

Sr No.	Designation of Officer	Designation in Committee
1	Concerned ATC	Chairman
2	Deputy Commissioner, ATC Office	Member Secretary
3	Concerned Project Officer	Member
4	Representative, interested corporate body	Member

The Workflow is as follows:





**8. However during any of the CSR activities following should be taken into consideration:**

- No land or any other assets will be transferred to the company carrying out CSR activities.
- The CSR activities conducted within the department will be in kind format. No cash intakes will be received at any level.
- Department would not be responsible for any kind of liabilities of the company undertakings activities.
- As per the need, there shall be a Project Management Team which would provide project management support & monitor the Projects through effective use of I.T. based monitoring mechanism.
- Name will not be given to constructed Building of donar.

This Government resolution of Maharashtra Government is available at the website [www.maharashtra.gov.in](http://www.maharashtra.gov.in). Reference no. for this is 202108101643392124. This order has been signed digitally.

By order and in the name of the Governor of Maharashtra.

**(S.N.Shinde)**  
**Joint Secretary, TDD**

Copy forwarded to:

1. Principal Secretary to the Hon'ble Chief Minister of Maharashtra .
2. Private Secretary to the Hon'ble Deputy Chief Minister of Maharashtra
3. Private Secretary to the Hon'ble Minister Tribal Development Department .
4. Private Secretary to the Hon'ble State Minister Tribal Development Department .
5. Private Secretary to the Hon'ble Chief Secretary Government of Maharashtra .

6. Commissioner, Tribal Development Department ,Nashik.
7. Commissioner, Tribal Reasearch & Training Institute , Pune.
8. Managing Director, Maharashtra Tribal Development Corporation ,Nashik.
9. All joint Secretaries, Tribal Development Department
10. AdditionalCommissioner,TribalDevelopment  
Department,Thane,Nashik,amaravati & Nagpur.
11. All Project Officers,Integrated Tribal Development Project.
12. All desks, Tribal Development Department .
13. Select File- Desk 13 A.